STATE OF CONNECTICUT
REGISTRAR OF VOTERS
CERTIFICATION PROGRAM

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SECTION 2
VOTER REGISTRATION

Register to VOTE

Voter Registration

A. Overview – Roles of Registrars, Municipal Clerks, Board for Admission of Electors, Voter Registration Agencies, Voting Rights Groups
B. Who May be Admitted as Electors in CT (Sec. 9-12)
C. Types of Registration Applications
D. Processing Applications (Sec. 9-20)
E. Problem Avoidance and Resolution
F. Official Voter Lists, Record Keeping & Retention
G. Mandated & Optional Voter Registration Sessions
H. Keeping Lists Current
I. Annual Canvass – Purpose Procedures & Forms
A. Overview of Voter Registration—Roles of Registrars, Municipal Clerks, Board for Admission of Electors, Voter Registration Agencies, Voting Rights Groups

• Roles of the Registrars
• Municipal Clerks
• Board of Admission of Electors
• Voter Registration Agencies
• Voting Rights Groups

VOTER REGISTRATION

OVERVIEW

Voter Registration in Connecticut involves several parties including:

- the SOTS
- ROV's
- TC's (municipal clerks)
- Board for Admission of Electors
- Voter Registration Agencies (i.e., DMV, DSS, Libraries, etc.)
- Voting Rights Groups (i.e., League of Women Voters, Common Cause, Project Vote, etc.)
VOTER REGISTRATION

OVERVIEW

1. **SOTS** oversees all voter registration in the state
2. ROV’s**, TC’s, **Board for Admission of Electors** manage registration applications
3. **Voter Registration Agencies, Schools & Libraries** (DMV, DSS, State Library, Institutions of Higher Educations) facilitate & manage voter registration as required by NVRA (National Voter Registration Act – Motor Voter Act, )
4. **Voting Rights Groups** private (and/or non-profit) groups/organizations that facilitate voter registration via registration drives & educational outreach in the community (League of Women’ Voters, Common Cause, etc.)

Connecticut residents register to vote by completing and submitting a voter registration application.

*They are not an elector until their application is approved in the town where the voter resides.
VOTER REGISTRATION

OVERVIEW

State law provides that "Admitting officials" can receive voter registration applications.

"Admitting officials" are defined by law as:

- Registrar of Voters (ROV)
- Deputy ROV
- Assistant ROV
- Special Assistant ROV
- Town Clerk (TC)
- Assistant TC
- Board of Admission of Electors

C.G.S. § 9-17a

REGISTRAR OF VOTERS

By law, each city and town in the state must elect one Republican and one Democratic registrar of voters (338!).

A third party registrar may also be elected if that candidate receives more votes than either the Republican or Democratic nominee.

81 ROV offices have 4 year terms and 88 have 2 year terms.
**VOTER REGISTRATION OVERVIEW**

**REGISTRAR OF VOTERS – REGISTRATION DUTIES**
- Schedule and conduct registration sessions
- Receive and process all voter registration applications
- Provide admission/registration forms to the permanently disabled
- Serve on the Board of Admissions of Electors
- Keep voter registry lists current
- Prepare and maintain a list of active and inactive voters.
- Conduct canvasses

**TOWN (MUNICIPAL) CLERKS**
- TC have a role in voter registration as they are an “admitting official”.
- Under some circumstances, they can examine the qualifications of any person applying in person to be admitted as an elector and approve the application.
- Receive applications by mail
- Provide registration forms and materials provided by SOTS, upon request of a potential elector or when directed by the ROV, to a member of the armed forces.
- Keep an updated list of active voters in the town as provided by the ROV
VOTER REGISTRATION

OVERVIEW

The Board of Admission of Electors

Found in the statutes but is rarely used in CT.

- Consists of the town clerk and selectman in each town.
  - Under specific circumstances, the legislative body of any town may vote to change the membership of such board to consist of: the TC, the selectmen and the ROVs OR the TC and ROVs.

C.G.S. § 9-15a

VOTER REGISTRATION

OVERVIEW

Voter Registration Agencies & Voting Rights Groups

- Voter registrations agencies & voting rights groups also play a role in the admission of electors.
- Some provide voter registration opportunities, education, forms, initiatives, assistance and more.
- Examples: DMV, DSS, LWV, Common Cause CT, etc.

C.G.S. § 9-15a
B. Who May be Admitted as Electors in CT?

- Article Sixth of the Constitution of the State of Connecticut
- C.G.S. 9-12 – Statutory Requirements
- Age & Bona Fide Residence Requirements Explained
- Exceptions & Special Circumstances

WHO MAY BE ADMITTED AS AN ELECTOR?

ARTICLE SIXTH OF THE CONSTITUTION OF THE STATE OF CONNECTICUT

“Sec. 1. Every citizen of the United States who has attained the age of eighteen years, who is a bona fide resident of the town in which he seeks to be admitted as an elector and who takes such oath, if any, as may be prescribed by law, shall be qualified to be an elector.”
WHO MAY BE ADMITTED AS AN ELECTOR?

Connecticut General Statutes § 9-12

(a) Each citizen of the United States who has attained the age of eighteen years, and who is a bona fide resident of the town to which the citizen applies for admission as an elector shall, on approval by the registrars of voters or town clerk of the town of residence of such citizen, as prescribed by law, be an elector, except as provided in subsection (b) of this section. For purposes of this section a person shall be deemed to have attained the age of eighteen years on the day of the person's eighteenth birthday and a person shall be deemed to be a bona fide resident of the town to which the citizen applies for admission as an elector if such person's dwelling unit is located within the geographic boundaries of such town. No mentally incompetent person shall be admitted as an elector.

(b) Any citizen who will have attained the age of eighteen years on or before the day of a regular election may apply for admission as an elector. If such citizen is found to be qualified the citizen shall become an elector on the day of the citizen's eighteenth birthday. The registrars shall add the name of any person applying under this subsection, if found qualified, to the registry list and, if applicable, to the enrollment list, together with the effective date of his registration. The registrars may place the name of each such person at the end of the registry and enrollment lists for the voting district.
WHO MAY BE ADMITTED AS AN ELECTOR?

Must be:
- A US Citizen
- At least 18 years of age (or turning 18 before the election)
- A *bona fide resident* of the town to which the citizen applies for admission as an elector; AND
- Approved by the ROV or TC.

WHO MAY BE ADMITTED AS AN ELECTOR?

**AGE REQUIREMENT**

- If 18 on or the day before regular election - may apply for admission as an elector.
WHO MAY BE ADMITTED AS AN ELECTOR?

Must be:
- A US Citizen
- At least 18 years of age
- A bona fide resident of the town to which the citizen applies for admission as an elector; AND
- Approved by the ROV or TC.

WHO MAY BE ADMITTED AS AN ELECTOR?

BONA FIDE RESIDENCE

Unfortunately...

Neither the Connecticut Constitution or Title 9 provide a clear definition of the term “bona fide residence.”
WHO MAY BE ADMITTED AS AN ELECTOR?

BONA FIDE RESIDENCE

In 2007, the legislature modified C.G.S. § 9-12 (a) to provide that

“[A] person shall be deemed to be a bona fide residence of the town to which the citizen applies for admission as an elector if such person’s dwelling unit is located within the geographic boundaries of the town.”

*Notably, the legislature did not define the term “dwelling unit” or clarify when said unit is “located within” the town.

WHO MAY BE ADMITTED AS AN ELECTOR?

BONA FIDE RESIDENCE

Still left us with some tricky cases:

- More than 1 home (multiple dwelling units) –
- Students – dormitory v. homes
- Dwelling unit located in 2 towns
- Homeless
WHO MAY BE ADMITTED AS AN ELECTOR?

BONA FIDE RESIDENCE

According to the SEEC . . .

“an individual’s bona fide residence is the place where that individual maintains a true, fixed, and principal home to which he or she, whenever transiently relocated, has a genuine intent to return.”

See, e.g., Complaint of James Cropsey, Tilton, NH, File No. 2008-047.

WHO MAY BE ADMITTED AS AN ELECTOR?

BONA FIDE RESIDENCE

Things to look for:

✓ Location of the dwelling unit; and
✓ Present intention to stay at the residence (or return to it);
  ✓ No time period required: Individual does not have to intend to stay at that residence for an indefinite period just a present intention to stay there
  ✓ Stated Intent;
  ✓ Verified by Conduct: Legitimate, continuing & significant attachments.
    ✓ Examples: Pay taxes, receive bills, receive mail, library cards, gym memberships, location of schools, keep cars, duration of stay, keep clothes, bank accounts, lawn services, home insurance, fuel records, ties to the community, etc.
  ✓ Must be a genuine home.
  ✓ Can have more than one BFR.
BONA FIDE RESIDENCE

IMPORTANT BONA FIDE RESIDENCE CASES

1. Location of the Dwelling = BFR
     - Commission ordered a change of address on voter registration to reflect true BFR.
   - Complaint of Edward Cook, Essex, File No. 2010-073
     - Commission advised the ROV’s to ensure the addresses were actually correct.
   - Porricelli Appeal, File No. 2007-154

2. Multiple Dwellings: If a person has more than one residence to which they have legitimate, significant, and continued attachments, they can choose either of those residences as long as that person possesses the requisite intent.
   - Referral by Manchester Registrar of Voters, Manchester, File No. 2013-07: Foreclosure case
   - Complaint of Gary Amato, North Haven, File No. 2009-158: Woman maintained a home in Brooklyn and North Haven.

3. Dwelling Unit located in Multiple Towns: BFR can be established in multiple towns.
   - Referral by Westport Registrars of Voters, File No. 2013-100: Home located in 2 towns – Commission concluded that BFR could be established in either town.

WHO MAY BE ADMITTED AS AN ELECTOR?

Exceptions & Special Circumstances

✓ Homeless
✓ 17 Year Olds
✓ Felons & Ex Felons
✓ Competence to Vote
WHO MAY BE ADMITTED AS AN ELECTOR?

HOMELESS PERSONS

**Question:** Can the homeless be admitted as an elector?

**Answer:** Of course! The fact that someone is homeless does not prohibit that individual from registering to vote. In fact, Connecticut law ensures through the Homeless Person's Bill of Rights that each homeless person has the right to register to vote and to vote. See C.G.S. § 1-500 (10(b)(4).

However, they have the same requirements as everyone else!

- US Citizen;
- 18 years of age;
- *Bona fide resident of a town in CT.*

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WHO MAY BE ADMITTED AS AN ELECTOR?

HOMELESS PERSONS

**Question:** How Can a Homeless Person be a Bona Fide Resident of a Town in CT?

**Answer:** According to the SOTS, “[c]ourts have said that an individual is a resident of a town if they have some nexus to that particular town, and there is an intention to return to the town when absent from it. *This could be some town that [they] have spent time in, slept in, and intend to go back to even if [they] are not presently there.*” [Emphasis added.]
WHO MAY BE ADMITTED AS AN ELECTOR?

HOMLESS PERSONS

**Question:** What do they list as their physical address and mailing address?

- The homeless individual will need to indicate some physical address as their residence and also provide a mailing address.
- The mailing address is most often a local shelter while their physical address could be the place they sleep like a park bench.
- Cannot use a P.O. Box for physical address.

*SOTS has great Homeless Voter fact sheet on their website.*

WHO MAY BE ADMITTED AS AN ELECTOR?

**Exceptions & Special Circumstances**

- Homeless
- **17 Year Olds**
- Felons & Ex Felons
- Competence to Vote
WHO MAY BE ADMITTED AS AN ELECTOR?

17 YEAR OLDS

QUESTION: Can a 17 year old apply for admission as an elector?

ANSWER:

✓ YES! A 17 year old who will have attained the age of 18 on or before the day of the next regular election may apply for admission as an elector (pre-registration).

• Elector on the day of their 18th birthday.

WHO MAY BE ADMITTED AS AN ELECTOR?

17 YEAR OLDS

QUESTION: Can they ever vote before they turn 18?

ANSWER:

✓ YES, if they pre-register, enroll in a party and are approved! They can vote in primaries for the upcoming regular election.

**NOT allowed to vote in local referenda, town committee primaries, or participate in caucuses.
WHO MAY BE ADMITTED AS AN ELECTOR?

17 YEAR OLD S

QUESTION: How are they listed on CVRS?

ANSWER: CVRS will list 17 year olds at the end of the official voter list with:

• the designation of their party affiliation (if any);
• the date of their 18th birthday; and
• “Not Yet 18” listed next to their name.

WHO MAY BE ADMITTED AS AN ELECTOR?

Exceptions & Special Circumstances

✓ Homeless
✓ 17 Year Olds
✓ **Felons & Ex Felons**
✓ Competence to Vote
QUESTION: Can a convicted felon be admitted as an elector?

ANSWER: Yes. A convicted felon can be admitted as an elector or have their voting rights restored if they satisfy the following...

1. Convicted State/Federal court & Confined Out of State:
   a) Pay all fines associated with conviction(s);
   b) Be released from confinement (or parole, if applicable); and
   c) Meet all other requirements of Section 9-12.

1. Convicted & Confined in Connecticut:
   a) Be released from confinement (or parole, if applicable); and
   b) Meet all other requirements of Section 9-12
WHO MAY BE ADMITTED AS AN ELECTOR?

CONVICTED FELONS

3. Convicted & Confined for a Title 9 Felony (Election Statutes)
   a) released from confinement (or parole),
   b) discharged from probation,
   c) and meet all the Section 9-12 requirements.

4.Convicted after 1/1/02 but NOT sentenced to confinement
   a) Meet 9-12 requirements

5. Charged with a felony but not yet convicted
   3. Meet 9-12 requirements

WHO MAY BE ADMITTED AS AN ELECTOR?

CONVICTED FELONS

<table>
<thead>
<tr>
<th>Convicted of a felony after 1/1/02 but NOT sentenced to confinement in an institution</th>
<th>Out of State/Federal Conviction &amp; Confinement</th>
<th>Connecticut Conviction &amp; Confinement</th>
<th>CT Conviction for Title 9 Felony &amp; Confinement</th>
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<td>•Are released from confinement; and</td>
<td>•Meet 9-12 req’s</td>
<td>•Have been discharged from probation.</td>
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WHO MAY BE ADMITTED AS AN ELECTOR?

CONVICTED FELONS

**QUESTION:** How can a convicted felon restore their voting rights if they were previously admitted as an elector?

**ANSWER:**
- Fill out a new voter registration card (online or on paper).
- NOTE: ROV’s are supplied a Department of Correction Release and Conviction list and a list from the Department of Justice.

C.G.S. § 9-46a

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WHO MAY BE ADMITTED AS AN ELECTOR?

CONVICTED FELONS

**Applicable Laws**

**C.G.S. Sections**

9-45 Removal of Convicted Felons from Registry List
9-46 Forfeiture of Electoral Rights
9-46a Restoration of Electoral Privileges

**Felony Defined:** “an offense for which a person may be sentenced to a term of imprisonment in excess of one year...” C.G.S. § 53a-25

* SOTS has a great Convicted Felon Voting Rights Fact Sheet.
WHO MAY BE ADMITTED AS AN ELECTOR?

Exceptions & Special Circumstances

- Homeless
- 17 Year Olds
- Felons & Ex Felons
- Competence to Vote

COMPETENCE TO VOTE

"No mentally incompetent person shall be admitted as an elector"
C.G.S. § 9-12 (a)

- However, it is NOT the admitting officials job
to make that determination.

- Only a Judge of Probate can remove the voting rights of an individual based on mental incompetence.

State law presumes that all persons 18 years of age or older are legally competent to vote.
WHO MAY BE ADMITTED AS AN ELECTOR?

COMPETENCE TO VOTE

An individual with developmental disabilities or delays may register and be admitted as an elector so long as they meet the section 9-12 & felony voting requirements, and a Probate Judge hasn’t declared them mentally incompetent to vote.

*Remember*: Only a Probate Judge Can Declare a Person Incompetent to Vote
- Hospitalization doesn't determine competency;
- Appointment of conservator or guardian doesn't determine competency; and
- Guardians do not determine voter competency.

WHO MAY BE ADMITTED AS AN ELECTOR?

MANDATORY DECLARATION

In addition to meeting the 9-12 requirements, in order to be admitted as an elector, a person must state, under penalty of perjury:

- Their name;
- Mailing address;
- Date of birth;
- Whether they are a US citizen;
- Whether they are prohibited from registering because of a criminal conviction; and
- Whether they were previously registered to vote.

*Applicants are not required to declare a political affiliation.*
WHO MAY BE ADMITTED AS AN ELECTOR?

REQUIREMENTS REVIEW

To be admitted as an elector in Connecticut you must:

- Be a US Citizen
- Be 18 years of age
- Be a bona fide resident of the Connecticut town in which you wish to vote
- Not be barred by a criminal conviction;
- Not been declared mentally incompetent to vote by a Probate Judge
- Make the required declaration under the penalty of perjury
- Be approved by an admitting official

Important: Take a look at C.G.S. § 9-31l too!

QUICK REVIEW

1. Requirements Review.
2. Other than the ROVs, who are some admitting officials in CT?
3. Are you an elector if you’ve filled out the application, met all the requirements but have not been approved by the ROVs (or another admitting official) yet?
4. Can you establish a BFR in more than one town?
5. Can you vote in both?
6. Can a homeless individual establish a BFR?
7. Can a 17 year old vote? If so, when?
8. Who determines competency to vote?
9. Can an incarcerated felon vote?
C. Types of Registration Applications

- State Voter Registration Methods
- Federal Voter Registration Methods
An individual can apply to register to vote several ways:

- IN PERSON
- MAIL
- ONLINE
- VOTER REGISTRATION AGENCIES

**IN PERSON REGISTRATION**

Application is delivered by the applicant to an admitting official

**Where do you go? In general**
- Go to your town hall and ask to register to vote.
- Attend a voter registration session

**What must you do?** Must complete an application for admission of elector which includes a statement that

1. Specifies each eligibility requirement;
2. Contains an attestation that the applicant meets each such requirement, and
3. Requires the signature of the applicant under the penalty of perjury

See C.G.S. § 9-20
TYPES OF REGISTRATION APPLICATIONS

IN PERSON REGISTRATION

ATTESTATION REQUIREMENT: The applicant must state the following under penalties of perjury their:
- Name
- Bona Fide Residence
- Date of birth
- US Citizenship
- Whether voting privileges have been forfeited because of a conviction of a crime
- Previous admission as an elector in CT

See C.G.S. § 9-20

DOCUMENTATION REQUIRED: Must also present to the admitting official certain documents for identification purposes.

FORM: Must be on a form prescribed by the SOTS.

❖ The Applicant can also enroll in a political party on the form but that isn't mandatory.

See C.G.S. § 9-20
TYPES OF REGISTRATION APPLICATIONS

IN PERSON REGISTRATION

REGISTRATION OF PERMANENTLY PHYSICALLY DISABLED PERSONS

There are special voter registration procedures for persons who are permanently physically incapacitated to the degree that prevents them and will continue to prevent them from appearing at the office of the TC or ROV of the town where they reside.

Those individuals:
- May apply to the TC or ROV for examination and admission as an elector;
- Admitting official will then meet with the applicant at their residence and examine their qualification as an elector;
- If requested, the AO must make available to the elector a copy of the application in video or audio form, or in brail.

See C.G.S. § 9-31a

APPLICATION OF PERMANENTLY PHYSICALLY DISABLED PERSON FOR ADMISSION AS AN ELECTOR

To the Town Clerk of the town of ... or to the registrar of voters of the ... Party of the town of ... I hereby apply for admission as an elector.

1. My name is ... (last name), (first name) (initial).
2. My bona fide residence is ... (street and number), but I am presently residing at ... (street, number and town if different from residence above).
3. I am a permanently physically disabled person and my permanent physical disability prevents me and will continue to prevent me from appearing in person at your office.
4. I am a United States Citizen who has attained the age of eighteen and my elecional privileges are not forfeited by reason of conviction of any dishonorable crime.

Dated at ..., Connecticut, this ... day of ..., 20...

... (Signature of Applicant)

See C.G.S. § 9-31b
TYPES OF REGISTRATION APPLICATIONS

REGISTERING VIA EMPLOYER, RESIDENCE OR SCHOOL

✓ At least 25 people
✓ At the same place of employment, school, college or university, or hospital/residential home
✓ Believe they are qualified to vote
✓ Complete a 9-19d application and submit it to the TC or ROV

➢ The TC or ROV (or deputy or assistant) must visit the employer, school, or residence and act on the applications.

* Exception: A registration session was held there within the prior 120 days.

C.G.S. § 9-19c

TYPES OF REGISTRATION APPLICATIONS

REGISTERING VIA EMPLOYER, RESIDENCE OR SCHOOL

Special Registration Session

To... (name), Town Clerk,

Register of Voters,

of the Town of...

Connecticut,

We the undersigned, being citizens of the United States of voting age, are

[ ] employed, and all being employees of... (name of employer)
or

[ ] students attending... (name of school, college or university)
or

[ ] residing at the... (name of hospital, residential care home, rest home, nursing home or convalescent home)...

and each of us believing that he or she possesses the qualifications for admission as an elector, do hereby request you to meet us at... (place of employment, or school, college or university or residence, or the same may be, at... (address), in said town, for the purpose of receiving applications for admission as an elector.

... (signature)

... (address)

Dated at... Connecticut, this... day of... 20...

C.G.S. § 9-19d
**TYPES OF REGISTRATION APPLICATIONS**

**APPLICATION OF MEMBER OF ARMED FORCES OR RELATED GROUP OR PERSON TEMPORARILY RESIDING OUTSIDE THE US**

**ANY MEMBER OF ARMED FORCES OR RELATED GROUP OR PERSON TEMPORARILY RESIDING OUTSIDE THE US**

- Can make an application in person (or by mail) at any time to the TC of their town for examination and admission as an elector.
- Form prescribed by SOTS
  - Signed under the penalty of perjury
  - Name
  - BFR by street & number, if any
  - DOB
  - US Citizen
  - Voting rights aren’t forfeited due to conviction
  - Not registered in another town
  - “Member of the armed forces or related group (or spouse or dependent thereof), civilian employee of US, or person temporarily residing out of the US
  - “Date of induction, employment or temporary residence
- Can also use Federal Postcard Application Form
- Town clerk can accept such fully complete form as evidence of the qualifications of the applicant.
- They can also apply online via the OLVR system if they have access to the internet.

UOCAVA & C.G.S. § 9-25, 9-26

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**TYPES OF REGISTRATION APPLICATIONS**

**ELECTION DAY REGISTRATION**

- Election Day registration permits anyone to register and vote in person on Election Day who:
  1. Meets the eligibility requirements for voting in CT;
  2. Is registering to vote for the 1st time; Or
  3. Is already registered in a town but has moved to another town; AND
  4. Hasn’t previously voted in the election for which they are seeking to register.

* “Election Day” is the day on which a regular election is held. EDR only applies to general Election Days (November & May) but not to primaries, special elections, or referenda.

C.G.S. § 9-19j
### TYPES OF REGISTRATION APPLICATIONS

#### ELECTION DAY REGISTRATION

- **Proof of Identity Required**

  1. Birth certificate, driver’s license, social security card;
  2. Students enrolled in an institution of higher education can use a student photo ID.

  * However, as with normal in person registration, if the applicant is unable to provide any of these forms of ID, they can prove their identity under sworn testimony of another elector or by presenting other satisfactory proof to the admitting officials.

  C.G.S. § 9-19j

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- **Proof of BFR Address Required**

  1. If the applicant’s ID doesn’t include proof of their bona fide residential address the person may submit another form of ID with said address.
  2. **Examples:**
     - Utility bill due within 30 days of the election;
     - Lease
     - Card with address
     - Paycheck
     - Property tax bill
     - School Registration or Fee Statement

  C.G.S. § 9-19j
TYPES OF REGISTRATION APPLICATIONS

ELECTION DAY REGISTRATION

LOCATION & STAFFING: ROV's designate the location & staffing for completing and processing the applications.

- It cannot be within the polling place but can be in the same building provided there is adequate separation.
- Must be able to access CVRS from the location.
- ROV's can appoint one or more elections officials to serve at the EDR location.

C.G.S. § 9-19j

ADMITTING PROCEDURES:

- **Check CVRS**
  - If not listed on CVRS and all application requirements are met = admitted as an elector.
  - If listed on CVRS as living in another town (and “Active or Inactive”) and meets all application requirements:
    - ROVs immediately notify the other town and have them remove the elector from the official voter list.
    - If applicant hasn't voted in that town = admitted as an elector

**Must be able to access CVRS from the location.**

C.G.S. § 9-19j
TYPES OF REGISTRATION APPLICATIONS

STATE METHODS FOR REGISTERING TO VOTE

An individual can apply to register to vote several ways:

- IN PERSON
- MAIL
- ONLINE
- VOTER REGISTRATION AGENCIES

MAIL IN REGISTRATION

- Where can you get an application?
  - Applications and registration materials can be obtained from a variety of sources including, ROVs, TCs, SOTS, DMV, Department of Labor, State Library and libraries of state colleges, social services agencies, etc.

- Where do you send it once complete?
  - Completed applications may be mailed to the registrar of voters of the applicant’s town of residence.

- Must it be signed? Yes. It must contain an original signature. However, applicants who are unable to write can authorize an agent to sign it for them.

- Can it be faxed? No.

  See C.G.S. § 9-23g
TYPES OF REGISTRATION APPLICATIONS

MAIL IN REGISTRATION

APPLICATION REQUIREMENTS

✓ SAME AS IN PERSON REGISTRATION REQUIREMENTS

✓ Must complete an application for admission of elector which includes a statement that

1. Specifies each eligibility requirement;
2. Contains an attestation that the applicant meets each such requirement, and
3. Requires the signature of the applicant under the penalty of perjury

See C.G.S. § 9-20

STATE OF CONNECTICUT
MAIL-IN VOTER REGISTRATION

You may use this easy form to:
• Register to vote in Connecticut;
• Change your name and/or address on current registration;
• Register in a political party or change party enrollment.

Note: (Changing parties may result in losing rights in all parties for 3 months.

Registration Instructions:
1. Fill in all boxes that apply to you on this application.
2. Place a first-class stamp on the application card, fold it, and mail it to the town hall where you live or deliver it to your town hall or voter registration agency.
3. You are not a voter until your application is approved by the Registrar of Voters.
4. You should receive a confirmation within 3 weeks. If you do not, contact the Registrar in your town hall.
5. If you submit this form by mail and you are registering for the first time in town, you may wish to submit with this application your driver's license number or if none, the last four digits of your social security number; or (a) a copy of a current and valid photo ID, or (b) a copy of a current utility bill, bank statement, government check, paycheck, or government document that shows your name and address, in order to avoid additional ID requirements the first time you vote.

Questions?
Call your local Registrar of Voters or the Secretary of the State at (800) 840-3794 or (860) 506-8100 (TDD 860-303-3161)
An individual can apply to register to vote several ways:

- **IN PERSON**
- **MAIL**
- **ONLINE**
- **VOTER REGISTRATION AGENCIES**
How do you register online?

- Through the Online Voter Registration System (OLVR) maintained by SOTS.
- Must have a valid CT driver’s license, permit, or photo ID card (non-driver photo ID from DMV), and a signature on file with the DMV. **If not, they can still fill out the online form and mail it in.**
- Must complete all required fields.

See C.G.S. § 9-19k
An individual can apply to register to vote several ways:

- IN PERSON
- MAIL
- ONLINE
- VOTER REGISTRATION AGENCIES
TYPES OF REGISTRATION APPLICATIONS

VOTER REGISTRATION AGENCIES

- Who serves as a voter registration agency in CT?
  - Public assistance offices, agencies that provide state-funded programs to people with disabilities, public libraries, and any other state offices designated by SOTS as voter registration agencies
  - Examples:
    - DMV
    - Department of Social Services
    - Department of Developmental Services
    - Department of Labor
    - State Library

C.G.S. §§ 9-19h, 9-23n & 9-230

TYPES OF REGISTRATION APPLICATIONS

VOTER REGISTRATION AGENCIES

- What are their responsibilities? These agencies may:
  - Distribute the registration form, information & materials
  - Accept completed mail-in registration forms
  - Assist applicants who need help completing forms; and/or
  - Send them to the registrars of voters of the town where an applicant resides within the prescribed timeframe.

C.G.S. §§ 9-19h, 9-23n & 9-230
VOTER REGISTRATION AGENCIES

- Department of Motor Vehicles
  - Provides a voter registration application with driver’s license application and renewal forms.
  - The applicant must attest that they meet the voter eligibility requirements; AND
  - State their: name, address, DOB, US citizenship status, felony convictions, if any, and party enrollment, if any.
  - The DMV must send completed physical applications to the ROVs of the town where each applicant resides.
  - Also links to the SOTS online registration through the DMV website.

C.G.S. § 9-19h

VOTER REGISTRATION AT SCHOOLS

- Public Institutions of Higher Education
  - Must distribute mail-in voter registration application forms; and
  - Assist applicants who request assistance in completing voter registration application forms.

C.G.S. § 9-23p
TYPES OF REGISTRATION APPLICATIONS

FEDERAL REGISTRATION METHODS

- The Election Assistance Commission (EAC) provides the National Mail Voter Registration Form which can be used to register U.S. citizens to vote, to update registration information and to register with a political party.
- This form can be found on the EAC website (eac.gov)
  - The EAC website also contains voter registration rules and regulations for each state.
TYPES OF REGISTRATION APPLICATIONS

FEDERAL REGISTRATION METHODS

- FVAP is a voter assistance and education program established by the Department of Defense to aid service members, their families and overseas citizens in successfully exercising their right to vote around the globe.
- Through FVAP these individuals can register to vote by completing the Federal Post Card Application (FPCA) (Form 70)
- At FVAP.org an individual can use the online assistant to help complete & print the application.
- Hard copies are available at US embassies and military installations.
  *Connecticut’s form is the ED-20 (Connecticut Application for Absentee Admission - See C.G.S. § 9-26)
- Also, SOTS has an Absentee Voting by Military and Citizens Overseas Guide on its website.
1. Name 3 methods of registering to vote in CT?
2. Name 2 voter registration agencies?
3. Where do voter’s register online?
4. What registration options are available for a person with a permanent physical disability that cannot make it into the office?
5. What can active military or oversees voters use to register to vote, in addition to the online system?
D. Processing Applications

- Basic Use of CVRS & OLVR
- Voter Registration Deadlines
- Identification Requirements for Registration
- Transfer from Former Voting Municipality
- Confirmation of New Voters
- Special Circumstances
- Understanding Voter Status
- Public v. Private Voter Information
- Inter-State & Inter-Town Collaboration
PROCESSING REGISTRATION APPLICATIONS

BASIC USE OF CVRS

ROV’s use the Centralized Voter Registration System (CVRS) to enter new, and maintain all, voter registrations.

- CVRS is designed to standardize and centralize the registration of voters throughout the state to support online voter registration which will decrease voter fraud by identifying and eliminating duplicate entries.

- The system complies with the federal statutes of the Help America Vote Act (HAVA) and National Voter Registration Act (NVRA).

- It is a user-friendly computer system.

- CVRS’ functions include:
  - Adding and changing of voter registrations;
  - Compiling of statistics for NVRA;
  - Generating official registry and enrollment lists and other reports;
  - Generating correspondence; and
  - Online inquiries of the entire statewide voter list.
PROCESSING REGISTRATION APPLICATIONS

BASIC USE OF CVRS

CVRS is where processed application information must be entered after an individual is deemed qualified to be an elector.

- It is used to, and is the exclusive means by which, a town produces an official voter registry list.
- CVRS includes (among other things):
  - information contained in voter registration applications, including party affiliation;
  - Whether electors participated in past elections or primaries (dates);
  - Whether electors voted in-person or by absentee ballot.
- Towns must update the election history information in CVRS within 60 days of the election or primary.
PROCESSING REGISTRATION APPLICATIONS

ON-LINE VOTER REGISTRATION

Welcome to the State of Connecticut’s Online Voter Registration System

Before beginning, please choose a language from the list below:
Antes de comenzar, elija un idioma en la lista siguiente:

- English
- Español (Spanish)

Continue

D. Processing Applications

✓ Basic Use of CVRS & OLVR
✓ **Voter Registration Deadlines**
✓ Identification Requirements for Registration
✓ Transfer from Former Voting Municipality
✓ Confirmation of New Voters
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✓ Inter-State & Inter-Town Collaboration
### PROCESSING REGISTRATION APPLICATIONS

#### DEADLINES TO REGISTER TO VOTE IN CT

**TYPE OF ELECTION & METHOD OF REGISTRATION CONTROLS**

The deadline to register and be eligible to vote in CT depends on the election type & method of registration.

Voter registration applications received after the deadlines will be processed after the election, primary, or referendum.

### DEADLINES TO REGISTER TO VOTE IN CT

<table>
<thead>
<tr>
<th></th>
<th>MAIL/ONLINE REGISTRATION</th>
<th>IN PERSON REGISTRATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRIMARY</td>
<td>Post-marked 5 days before the primary</td>
<td>By 12 Noon the day before the primary (TC)</td>
</tr>
<tr>
<td>ELECTION</td>
<td>Post-marked 7 days before the election</td>
<td>By 8PM 7 days prior to an election <em>Those whose qualifications as to age, citizenship or residence attained after the last registration session &amp; members of the armed forces and former members discharged within the calendar year may register to vote by 5pm the day before the election.</em></td>
</tr>
<tr>
<td>REFERENDUM</td>
<td>The day before the referendum</td>
<td>By the close of business day before the referendum</td>
</tr>
<tr>
<td>Caucus or Convention</td>
<td></td>
<td>The day before the caucus or convention.</td>
</tr>
</tbody>
</table>
DEADLINES TO REGISTER TO VOTE IN CT

Check Boxes that Apply:

Do you wish to register to vote in a political party?  
☐ YES  ☐ NO  
If you check "NO" to either of these questions, do not complete this form.

Name of Applicant:
First Name
Middle Name or Initial
Last Name
Mr.  Mrs.  Ms.

Date of Birth:
Month Day Year

Address Where You Live:
Street
Apt. #
Town
Zip
State Connection

If different, Address Where You Got Your Mail (post box, etc.):

Address Where You Were a Citizen:  

Are you a U.S. citizen?  
☐ YES  ☐ NO

Will you be 18 on or before election day?  
☐ YES  ☐ NO

If you checked "NO" to either of these questions, do not complete this form.

Process applications submitted by mail through the Postal Service.

DEADLINES TO REGISTER TO VOTE

Don’t forget about Election Day Registration!!

Election Day Registration (EDR) is available at a designated EDR location.

From 6am to 8pm on the day of a regular election.

*EDR does not apply to primaries, special elections or referenda.
D. Processing Applications

- Basic Use of CVRS & OLVR
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PROCESSING REGISTRATION APPLICATIONS

IDENTIFICATION REQUIREMENTS

- **Mail-In / 1st Time Registration**: Applicant may submit the following with their application in order to avoid doing so the first time they vote:
  - a copy of a current and valid photo identification;
  - A copy of a current utility bill, bank statement, government check, paycheck or government document that shows the name and address of the applicant;
  - A valid CT driver’s license No.; OR
  - Last 4 digits of social security No.

C.G.S § 9-23h & 9-23r
PROCESSING REGISTRATION APPLICATIONS

IDENTIFICATION REQUIREMENTS

- **In Person**: Applicant **must** show for inspection:
  - Birth certificate;
  - Driver’s License; OR
  - Social Security Card.

- **Exception**: If applicant doesn’t present one of these, the admitting official can require the applicant to prove his identity by sworn testimony or other means.

- **EDR**: students enrolled at an institution of higher learning can present a valid student ID in lieu of the C.G.S. § 9-20 requirements. C.G.S. § 9-19(j(d)

  C.G.S. § 9-20

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PROCESSING REGISTRATION APPLICATIONS

IDENTIFICATION REQUIREMENTS

**Proof of Citizenship**

If the applicant is a *naturalized citizen* or has acquired citizenship through the naturalization of a parent or spouse, they can provide the following as proof of citizenship:

- Naturalization certificate w/ seal (or a proper copy)
- Passport; or
- A written statement, signed by an admitting or election official, that the person was previously registered to vote.

See C.G.S. § 9-20a
PROCESSING REGISTRATION APPLICATIONS

IDENTIFICATION REQUIREMENTS

- **Online:** Must have a valid CT driver’s license, permit, or photo ID card (non-driver photo ID from DMV), and a signature on file with the DMV.

- ** If not, they can still fill out the online form and mail it in.

<table>
<thead>
<tr>
<th>IN-PERSON</th>
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<th>ONLINE</th>
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</thead>
<tbody>
<tr>
<td>Applicant must show for inspection:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
- Birth certificate;
- Driver’s License; OR
- Social Security Card. |
| Mail-in/online Time Registration: |
- May also submit a copy of a current and valid photo identification;
- A copy of a current utility bill, bank statement, government check, paycheck or government document that shows the name and address of the applicant.
- A valid CT driver’s license no. OR
- Last 4 digits of social security no. |
| **If applicant doesn’t present one of these, the admitting official can require the applicant to prove his identity by sworn testimony or other means** |
| **If not, they can still fill out the online form and mail it in.** | **If not, they can still fill out the online form and mail it in.** | **If not, they can still fill out the online form and mail it in.** |
D. Processing Applications

✓ Basic Use of CVRS & OLVR
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✓ Inter-State & Inter-Town Collaboration

**PROCESSING REGISTRATION APPLICATIONS**

**TRANSFER FROM FORMER VOTING MUNICIPALITY**

- **Moved from 1 Town to Another (BFR in new town):**
  - Must be registered to vote in the new town in order to vote there.

- **ROVs**
  - CVRS: Once the registration is made in the new town and accepted, CVRS is updated and notice is provided to the ROVs of the prior town through CVRS’ reminders.*
  - DMV: Change of address via the DMV also provides notice to the ROVs of the prior town. DMV provides weekly notices – also immediately appears in CVRS reminders.
  - Post Office: provides yearly notices regarding address changes.
Q: What do you do if you confirm that a new voter registration card applicant was previously registered to vote in another town, state, district or territory?

A: Notice of Cancellation of Registration: ROVs in new town have 48 hours of receipt of application to send a Notice of Cancellation of Registration to the ROVs of the previous town, state, district or territory. C.G.S. § 9-21

Once the Cancellation form is received they must remove the elector from the previous registry list.

Q: What if you get a notice from SOTS that an elector registered in your town has registered in another state, district or territory?

A: Remove the name of the voter from the registry list.

D. Processing Applications

✓ Basic Use of CVRS & OLVR
✓ Voter Registration Deadlines
✓ Identification Requirements for Registration
✓ Transfer from Former Voting Municipality
✓ **Confirmation of New Voters**
✓ Special Circumstances
✓ Understanding Voter Status
✓ Public v. Private Voter Information
✓ Inter-State & Inter-Town Collaboration
An applicant is not an elector until their application is approved by the ROVs (or an admitting official) in the town where the voter resides.

- **The ROV must ensure that the application:**
  - Meets all of the eligibility requirements; and
  - The voter registration deadline.

- **If so, ROV must send Notice of Acceptance of Application to Register to Vote**
  - Must be sent by first class mail with instructions on the envelope that it be returned if not deliverable to the address.
  - Deadline to send Notice of Acceptance: see C.G.S. §§ 9-19e, 9-19b, 9-23g(c).
    - Always consult the Election Calendar

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**D. Processing Applications**

- ✔ Basic Use of CVRS & OLVR
- ✔ Voter Registration Deadlines
- ✔ Identification Requirements for Registration
- ✔ Transfer from Former Voting Municipality
- ✔ Confirmation of New Voters
- ✔ **Special Circumstances**
  - ✔ Understanding Voter Status
  - ✔ Public v. Private Voter Information
  - ✔ Inter-State & Inter-Town Collaboration
PROCESSING REGISTRATION APPLICATIONS

APPLICATION OF MEMBER OF THE ARMED FORCES OR RELATED GROUP
OR PERSON TEMPORARILY RESIDING OUTSIDE OF THE US WHO IS
UNABLE TO APPEAR IN PERSON

If the applicant:

1. Is a member of the armed forces or related group or person
   temporarily residing outside of the US who is unable to appear in
   person; and

2. Provides a fully completed application form provided by SOTS (ED-
   20) or the federal postcard application (FPCA) for said individuals =

The town clerk may accept such fully completed form as evidence
of the qualifications of the applicant to be admitted as an
elector.

C.G.S. § 9-26

PROCESSING REGISTRATION APPLICATIONS

HOMELESS ELECTORS

REMEMBER

The fact that someone is homeless does not prohibit that individual from
registering to vote. In fact, Connecticut law ensures through the Homeless
Person’s Bill of Rights that each homeless person has the right to register to
vote and to vote. See C.G.S. § 1-500 (10(b)(4).

As long as they meet the eligibility requirements, they should be admitted as an
elector.

Send their Notice of Acceptance/confirmation letter to the mailing address
listed (this may differ from the BFR physical address).
**Homeless applicants should understand that they have the responsibility to check for mail at that address.**

After registering a voter, the ROV will send the Notice of Acceptance to the new voter at their given mailing address. **If the letter is returned as non-deliverable, the registrar will place the voter’s name on the inactive registry list.**

---

**Remember**

*There are special registration procedures available for persons with “permanent physical disabilities”.*

If an individual avails themselves of these procedures, the admitting official must provide the applicant with a written notice of approval or disapproval *at the time of their application.*
• Individuals that have changed their name since they registered to vote must update their registration information.
• They can do this by:
  • Updating their information online (OLVR)
  • Resubmitting a voter registration form.
• The ROVs must update this information accordingly.
PROCESSING REGISTRATION APPLICATIONS

NAME CHANGES

• On the request of any elector that satisfactorily identifies himself to the satisfaction of the ROVs, such ROV shall make any changes in the name of such elector as it appears on the registry list, provided the elector provides reasonable evidence that the name as changed is a lawful name of such elector. C.G.S. § 9-42

**This change cannot be made between the Tuesday of the 5th week before a regular election and Election Day. C.G.S. § 9-42a

ADDRESS CONFIDENTIALITY/“SAFE AT HOME” PROGRAM

• Address confidentiality programs were created to protect victims of stalking, domestic violence, sexual assault, injury and risk of injury to a minor and other crimes from offenders who use public records, such a voter registries, to locate them.

• These programs give victims a legal substitute address (usually a post office box) to use in a place of their physical address.

• This address can be used whenever an address is required by public agencies.

• First class mail sent to the substitute address is forwarded to the victim’s actual address.

C.G.S. §§ 54-240 et. seq.
ADDRESS CONFIDENTIALITY/“SAFE AT HOME” PROGRAM

- Connecticut’s ACP is also referred to as the Safe At Home Program.

- Program participants are residents of the State of Connecticut who have recently relocated and whose new location is unknown to the abuser and undocumented in government records.

- The goal is to help crime victims keep their new address confidential.

- Offers participants 2 services:
  1. Use of a substitute mailing address and cost free mail forwarding services. SOTS is the legal agent for services of process and receipt of mail.
  2. Prevents public access to a participant’s actual address on government records including voter registry lists and voter registration records.

C.G.S. §§ 54-240 et. seq.

Safe at Home: CONFIDENTIAL ADDRESS PROGRAM

Who is Eligible for Safe at Home?
The Safe At Home program is available for Connecticut residents who are or have been victims of domestic violence, sexual assault, stalking or risk of injury to a minor. Anyone living in the same household as the victim (for example, children, parents or siblings) may also be eligible to participate.

Safe at Home is designed to help victims and their families who have had to move or are planning to move. The program provides a free mail-forwarding service to keep your new address safe and private. If you are currently living in the same established, public address and are not planning to move, Safe at Home cannot protect the privacy of your current address.

Enrolling in the Program:
If you have moved or are planning to move and want to keep your new address private, Safe at Home can help. The program provides you with a substitute address to which all your important mail is sent. The Office of the Secretary of the State then forwards your mail to your new actual home address.

The substitute address can be used for local and state government, voting, records like the Department of Motor Vehicles, court and government notices (including license, lease, traffic ticket, vehicle registration, employment security, school records, workers’ compensation). Your voter registration and marriage record can be kept confidential. On your voter registration, your name will appear but your street and town number will be blank.

How Safe at Home Works:
Once you have completed your application in person at one of the centers, it is mailed to the Office of the Secretary of the State to be reviewed and certified.

C.G.S. §§ 54-240 et. seq.
Pursuant to the ACP, a participant may present their certification card and request to be listed on a voter registration list without that participant’s street and house number and/or that an agency use their program address instead of their confidential address.

- SOTS created ACP request forms for use by the ROVs when processing a participant request for confidentiality.

- In lieu of using that form, the ROV’s can notify the SOTS in writing when they have processed a request for confidentiality:
  - ROV letterhead, listing name of participant, their certification code, signature & title of ROV;
  - Must process the request;
  - Retain a copy of the request for their records;
  - Provide a copy of the letter to SOTS to the participant;
  - Forward the original request to the participant.
PROCESSING REGISTRATION APPLICATIONS

ADDRESS CONFIDENTIALITY/“SAFE AT HOME” PROGRAM

- ROV shall keep the participant’s address confidential and shall not make such address available for inspection or copying.
  - Exceptions:
    1. Requests by a law enforcement agency or SEEC
    2. Court order
    3. Notified by SOTS that the participant’s certification has been cancelled.

- Voter Registry List: The names of such participants are to be listed alphabetically* in the voting district where any such elector is a bona fide resident. C.G.S. § 9-35 (d)

C.G.S. §§ 9-35(d), 54-240 et. seq.

PROCESSING REGISTRATION APPLICATIONS

ADDRESS SUPPRESSION

- According to the SOTS’ office, the residential addresses of certain employees can be protected from disclosure by the ROVs.
- Employees protected by this law can make a written request that their residential addresses be protected from disclosure.
- Pursuant to the SOTS’ advice, those addresses should be redacted from the voter’s forms and the registry list before being disclosed to the public.
- FOIC has a form that can be used to make said request.
- CVRS has a box that can be checked to indicate the voter’s address is to be suppressed.

C.G.S. § 1-217
ADDRESS SUPPRESSION

- (1) A federal court judge, federal court magistrate, judge of the Superior Court, Appellate Court or Supreme Court of the state, or family support magistrate;
- (2) A sworn member of a municipal police department, a sworn member of the Division of State Police within the Department of Emergency Services and Public Protection or a sworn law enforcement officer within the Department of Energy and Environmental Protection;
- (3) An employee of the Department of Correction;
- (4) An attorney-at-law who represents or has represented the state in a criminal prosecution;
- (5) An attorney-at-law who is or has been employed by the Division of Public Defender Services or a social worker who is employed by the Division of Public Defender Services;
- (6) An inspector employed by the Division of Criminal Justice;
- (7) A firefighter;
- (8) An employee of the Department of Children and Families;
- (9) A member or employee of the Board of Pardons and Paroles;
- (10) An employee of the judicial branch;
- (11) An employee of the Department of Mental Health and Addiction Services who provides direct care to patients; or
- (12) A member or employee of the Commission on Human Rights and Opportunities.

C.G.S. § 1-217

**D. Processing Applications**

- Basic Use of CVRS & OLVR
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  - Understanding Voter Status
- Public v. Private Voter Information
- Inter-State & Inter-Town Collaboration
UNDERSTANDING VOTER STATUS

The registry list is maintained by the ROVs in each municipality and is a list of all electors in that town. The list has 2 separate components – the active list and the inactive list.

C.G.S. § 9-35

UNDERSTANDING VOTER STATUS

- **Active List**: The list by street that contains all individuals that are eligible to vote who currently live in the town. It is the official voter list. Contains the names of “active voters”. A voter with “active status” can vote any time there is an election.

- **Inactive List**: List of voters who, have not responded to the ROVs to clarify information received regarding a change of residence (ex., canvass) and are believed to no longer live in the town. These people are not on the active list and may not vote until reinstated to the active list. They are “inactive voters.”

C.G.S. § 9-35
UNDERSTANDING VOTER STATUS

- **Off Voter:** A voter becomes an “off voter” and will be removed from the registry list when they have died, been disenfranchised, or confirmed in writing that they have moved out of town.
  - Specifically,
    - Death
    - Written cancellation of previous registration is received from new place where voter registered (another town or state) (Notice of Cancellation)
    - Voter indicates in writing that they have moved out of town.
    - DMV indicates the voter has moved out of town
    - Rights are forfeited pursuant to incarceration for a felony
    - Voter requests that their name be removed.
    - 4 years has elapsed after being placed on inactive list.

C.G.S. §§ 9-21, 9-35, 9-45, 9-59

PROCESSING REGISTRATION APPLICATIONS

UNDERSTANDING VOTER STATUS

- **Restoring Active Voter Status:** An elector can be restored to the active list if:
  - Clerical error - When it appears that an elector has been omitted from the active registry by clerical error;
    - *Can't be added on election day without consent of both ROVs
  - New voter registration application is completed;
    - *Can't be added on election day without consent of both ROVs
  - Voter signs a petition giving the same address;
  - DMV indicates they moved within the town; or
  - Voter confirms they moved within the town.

C.G.S. § 9-35, 9-35c, 9-42
Q: What is a “purged voter”?

A: A voter who’s electronic record has been “purged”/deleted from CVRS for one or more of the following reasons:

1. Removed from “active” status for at least 5 years;
2. “Inactive” for 4 years then “off” for 1 year; AND
3. Removed from “active” status to “off” due to death for at least 1 year.

PURGING PAPER RECORDS

Always consult the Record Retention and Disposal Schedule before purging/destroying any paper records.

Schedule M-6
UNDERSTANDING VOTER STATUS

Q: What is “permanent absentee” status?

A: A person who has applied for and been approved to have a “permanent absentee ballot.”

- A permanent absentee ballot is available for people with disabilities who are unable, by reason of disability, to appear at the polls in person. It applies to primaries, general elections, and referenda.

C.G.S. § 9-140e

PERMANENT ABSENTEE STATUS

Q: How does a voter apply for a permanent absentee ballot/permanent absentee status?

A: The voter submits a standard absentee ballot application accompanied by a note from the voter’s physician stating that, because of the voter’s disability, the voter is unable to appear at the polls.

- TC receives application & note and forwards it to the ROV.
- ROV indicates permanent absentee status on the voter’s electronic record in CVRS and the voter will receive absentee ballots for each election or referendum.

**Note: Each year in January the ROV must send a form requesting that the holder of a permanent absentee ballot status verify their residential address. If they do not return this form, they lose their "permanent absentee" status but not their registration status.
D. Processing Applications

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- Inter-State & Inter-Town Collaboration

### PROCESSING REGISTRATION APPLICATIONS

#### PUBLIC V. PRIVATE RECORDS (FOIA)

**GENERAL RULE PER FOIA**

Pursuant to the Freedom of Information Act, in general, all records maintained or kept on file by any public agency (ROV & TC) are public records and every person has the right to inspect such records during regular business hours, **copy** such records or **receive** a copy of such records.

Public records are only protected if a exemption or exception to disclosure exists.

*Currently, there are not any specific exemptions in the statutes that remove voter records from public disclosure.*

**VOTER RECORDS = PUBLIC RECORDS**

C.G.S. §§ 1-200 et. seq.
REGISTRAR'S NOTES:
- There is an exemption in FOIA that could be invoked for that portion of the voter record.

OWN RECORD V. SOMEONE ELSE'S:
- No distinction.

REQUEST FORMS:
- There are no special forms for FOI requests.

ORAL OR IN WRITING:
- FOI requests are not required to be in writing but an agency may choose to require that requests for copies be in writing.

QUESTIONS:
- The law does not require you to answer questions about the records being inspected.

IDENTIFICATION:
- There is no ID requirements for FOIA requests. If a request is made, that individual does not need to explain who they are or why they want to see the record(s).

FEES:
- The fee for processing FOIA requests is $.50 per page.
- Voter Lists: No more than $.03 per name delivered for any copy of the names of registered voters or the cost to the agency – whichever is less.
- Pre-bill: If the cost exceeds $10 you can send the requestor a bill before sending the copies.

DEADLINE:
- Acknowledgement of Request: No more than 4 days after request. Must communicate an acknowledgement in some way. The law does not require the response to be in writing.
- Providing Records: Must allow for “prompt access”. Respond in a reasonable and expeditious time.
### PUBLIC RECORDS (FOIA)

- **EXISTING RECORDS ONLY:**
  - FOIA requests can only be made for existing records. If the record no longer exists, there is no requirement that it be re-created.
  - **STATUTORY REQUESTS/SUBPOENAS:**
    - Be mindful that a subpoena or requests made pursuant to other state & federal laws may override FOIA.
  - **REDACT CERTAIN INFO:**
    - You may redact portions of records that would constitute an invasion of privacy, highly offensive, and are not of public concern. Includes social security numbers and driver’s license numbers. (C.G.S. § 9-23r)
    - Cannot withhold the record – merely redact it.
  - **SAFE AT HOME PROGRAM applies** - voter addresses in the program are confidential and are not to be made available for inspection or copying unless: 1) law enforcement request; 2) directed by court order; 3) notified by SOTS that the participant’s certification has been cancelled.

C.G.S. §§ 1-200 to 1-242

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### PROCESSING REGISTRATION APPLICATIONS

**IF YOU ARE STILL UNSURE AFTER A REQUEST...**

Contact Thomas Hennick (Public Education Officer) or a staff attorney at the CT Freedom of Information Commission

860-566-5682

C.G.S. §§ 1-200 to 1-242
**D. Processing Applications**

- Basic Use of CVRS & OLVR
- Voter Registration Deadlines
- Identification Requirements for Registration
- Transfer from Former Voting Municipality
- Confirmation of New Voters
- Special Circumstances
- Understanding Voter Status
- Public v. Private Voter Information
- **Inter-State & Inter-Town Collaboration**

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**PROCESSING REGISTRATION APPLICATIONS**

**INTER-STATE COLLABORATION**

When an individual moves out of Connecticut and registers to vote in a new state, admitting officials in that individual's new state should notify the SOTS in Connecticut.
INTERSTATE COLLABORATION

ROVs receive an annual listing from the SOTS with information on voters who may have moved and registered in another state.

The ROVs job is to research whether this information is truly a match with a CT voter. If so, the ROVs contact the voter to confirm that they have moved.

INTERSTATE COLLABORATION

When a voter moves to CT and indicates that they previously registered to vote in another state, the CT ROVs should notify that state.

Some ROVs use postcards or send a 1 page letter to the chief elections officer (or state elections department) of that state.
Registrars and other admitting officials of any town in CT may accept voter registration applications from a person who resides in CT.

C.G.S. § 9-17a

Sample Receipt

CT TOWN to TOWN VOTER APPLICATION RECEIPT:
Applicant completes this receipt. Agency stamps and returns this receipt to applicant.

Name: ___________________________ Date of Birth: ____________
Address Where you Live: ______________________________________
Number and Street, Apartment Number: __________________________
City or Town, State, Zip Code: _________________________________
Application delivered to admitting official by: __________ applicant (or) __________ someone other than applicant.

- You are not an elector until your application is approved by the Registrars of Voters in your town of residence.
- Contact the registrar of voters in your town if you do not receive confirmation in 3 weeks.
- Applications delivered by someone other than the applicant are subject to mail-in deadlines.

C.G.S. § 9-17a
PROCESSING REGISTRATION APPLICATIONS

CROSS-TOWN (TOWN TO TOWN) APPLICATION

- **ROV of the Town Where the Voter Resides Must:**
  1. Act upon the application immediately upon receipt;
  2. Ensure that the application meets the relevant registration deadline;
  3. Indicate the date of receipt & approval or disapproval; and
  4. Send out a Notice of Acceptance or Rejection.

  - *If rejected must be sent by certified mail*

  C.G.S. § 9-17a

QUICK REVIEW

- What is CT's computerized voter registration system called?
- How does it work with the OLVR system?
- What is the deadline for registering to vote for an election?
- What is EDR? When does it apply?
- What are the ID requirements for in person registration?
- How do you process a transfer from another town - What do you send the ROVs of the old town?
- Can certain voters protect their addresses on their voter registration form & registry list?
- What are the 3 voter statuses?
- What is permanent absentee status?
- Are there currently any specific FOIA exemptions for voter records?
- Can ROVs accept registration applications for another town?
E. Problem Avoidance & Resolution

- Handling Incomplete & Rejected Applications
- Duplicate Registrations
- Consultation with SOTS & SEEC
HANDLING INCOMPLETE & REJECTED APPLICATIONS

INCOMPLETE APPLICATIONS
If a registration form is incomplete:

1. Return the form with the missing information highlighted &
2. Include instructions for the applicant to complete and return.

Sample:

NOTICE OF REJECTION OF APPLICATION TO REGISTER TO VOTE

Name ____________________________

Date Application Received by Registrar ________________

Date of Notice ________________

Your application to register to vote has been received incomplete. Please contact our office at the telephone number or address listed below.

Your application to register to vote has been rejected because:

Other ____________________________

If you have any questions about this notice, please contact the Registrars of Voters of (Town)
(Enter Registrar’s Phone Number) (Enter Registrar’s Address)

C.G.S. § 9-23g (e)

REJECTED APPLICATIONS
If the applicant does not qualify for reason of age, non-citizenship, non-resident, or felony incarceration, a rejection letter must be sent to that person

Sample:

NOTICE OF REJECTION OF APPLICATION TO REGISTER TO VOTE

Name ____________________________

Date Application Received by Registrar ________________

Date of Notice ________________

Your application to register to vote has been received incomplete. Please contact our office at the telephone number or address listed below.

Your application to register to vote has been rejected because:

Other ____________________________

If you have any questions about this notice, please contact the Registrars of Voters of (Town)
(Enter Registrar’s Phone Number) (Enter Registrar’s Address)

C.G.S. § 9-23g (e)
### E. Problem Avoidance & Resolution

- Handling Incomplete & Rejected Applications
- **Duplicate Registrations**
- Consultation with SOTS & SEEC

#### PROBLEM AVOIDANCE & RESOLUTION

**DUPLICATE APPLICATIONS**

Each year, SOTS distributes a list of voters (Active, Inactive and Off) who may be registered in multiple towns.

The SOTS encourages ROVs from different municipalities to work together to resolve these issues.

C.G.S. § 9-17a
PROBLEM AVOIDANCE & RESOLUTION

DUPLICATE APPLICATIONS

If the ROV determines that an elector on the active or inactive registry list in their town is the same person who was previously registered in another town, they must send a Notice of Duplicate Registration to the elector.

C.G.S. § 9-21a

PROBLEM AVOIDANCE & RESOLUTION

DUPLICATE APPLICATIONS

- Send a Notice of Duplicate Registration stating that:
  1. Based on a computer search of voter registration records it appears that the elector may have been previously registered to vote in another town;
  1. As a result their registration in the new town, the elector cannot remain on the registry of that previous town; and
  1. Unless the elector contacts the ROV in the new town within 30 days to confirm that the elector is still entitled to be on the registry list of the previous town, the elector’s name shall be removed from the list in the previous town.

*Notify the ROVs of the previous town that your sending the Notice to the voter. Also notify the ROV about the voter’s response or lack thereof.

C.G.S. § 9-21a
DUPLICATE APPLICATIONS

- Whose responsibility is it to initiate action on duplicate records?
  - It is the responsibility of the town with the most recent Privilege/Registration date to research and initiate action on potential duplicates. You can call the other town's ROVs to confirm it's the same voter.

- DUPLICATE VOTER RECORDS IN DIFFERENT TOWNS – Preserve original data:
  - If a voter appears twice in CVRS (in different towns) as a true duplicate, the goal is to preserve the ORIGINAL record with its ORIGINAL data.

PROBLEM AVOIDANCE & RESOLUTION

DUPLICATE APPLICATIONS

- There will be 2 records for the voter in CVRS.
- Select (pull) the original record on CVRS**
  - **This is a practice preference – not prescribed by law
- Update the original record with newer information:
  - The most recent town should pull the original (older) record from the voter's former town and update the original record with NEWER information from the voter's current file.
- Delete the Newer Record:
  - When the most recent town has inserted and updated all information into the original record (including the updated registration date), delete the current, newer record.
DUPLICATE APPLICATIONS

DUPLICATE IN YOUR TOWN:

- If you have duplicate records for the same voter in your own town, note both Voter ID numbers, insert all of the information from the newer file into the older file, update, and delete the newer file.

You should finish with only one complete record for each voter!

PROBLEM AVOIDANCE & RESOLUTION

DUPLICATE APPLICATIONS

Be Aware: According to SOTS, no elector shall be removed from the registry list pursuant to Connecticut General Statutes § 9-21a unless both registrars agree that such elector has subsequently registered to vote in another town.

C.G.S. § 9-21a
PROBLEM AVOIDANCE & RESOLUTION

DUPLICATE APPLICATIONS

VOTER STATUS

1. If an individual is active voter in the previous town and they confirm with the new town that they are entitled to remain registered in the previous town, they get to remain on the active list in that previous town.
   - ROVs of the new town put the voter’s name on the “off” list.

2. If an individual is an inactive voter in the previous town and confirms that they are entitled to remain registered there, they get restored to the active list of that town.
   - ROVs of the new town put the voter on the “off” list.

C.G.S. § 9-21a

PROBLEM AVOIDANCE & RESOLUTION

DUPLICATE APPLICATIONS

REGISTRARS’S HANDBOOK – ROVAC.ORG

Contains very detailed information (including sample Notice of Duplicate Registration) regarding duplicate voter records and how to handle them.

CHAPTER 6

DUPLICATE VOTERS

Duplicate Voters. (9-21A). The Goal: One—and Only One—Record Per Voter

Each year, SOTS distributes a list of voters (Active, Inactive and Off) who may be registered in multiple towns. It is the responsibility of the town with the most recent Prece) of Registration data to research and initiate action on potential duplicates. Because of canvass, you may wish to wait until after initial CVR letters are sent to begin work on the duplicate list.

If a voter appears twice in CVRS (in different towns) as a true duplicate, our goal is to preserve the ORIGINAL record with its ORIGINAL data. The most recent town should pull the original record from the voter’s former town and update the original record with NEWER information from the voter’s current life. When the most recent town has inserted and updated all information into the original record (including the updated registration date), delete the correct, newer record, and replace it with the recently updated version of the record.

If a voter appears twice in CVRS (in different towns) as a true duplicate, but the voter does not wish to keep the older record, the most recent town should update the original record to reflect new information from the newer file into the older file, update, and delete the newer file. You should (9800) MB, which is the current record for that voter.

Procedure

OFF STATUS—IN YOUR TOWN

If the duplicate voter is OFF in your town, NO ACTION IS NECESSARY. Let them age out or wait until another town takes them.

INACTIVE OR ACTIVE STATUS—IN YOUR TOWN

1. Most recent town researches the duplicate registrations. Use the same research procedures for the duplicate list that you use every year with a new voter to determine whether you should pull a record from another town. For
E. Problem Avoidance & Resolution

- Handling Incomplete & Rejected Applications
- Duplicate Registrations
- Consultation with SOTS & SEEC

PROBLEM AVOIDANCE & RESOLUTION

CONSULTATION WITH SOTS & SEEC

If you are unsure how to handle a voter registration issue please contact SOTS or SEEC for guidance, forms, decisions, etc.

SECRETARY OF THE STATE
www.ct.gov/sots
860-509-6100

STATE ELECTIONS ENFORCEMENT COMMISSION
www.ct.gov/seec
860-256-2940
Quick Review

- What do you do if you receive an incomplete application?
- What about rejected applications?
- What’s the 1st step you take if it appears you have a duplicate voter with another town?
- Whose responsibility is it to send out the Notice of Duplicate Voter?
- Should there be more than 1 complete record for any voter?
- True or False: You can’t remove a duplicate voter from the registry list unless both ROVs agree.

Questions?
F. Official Voter Lists, Record-Keeping & Retention

✓ Understanding the CVRS Menus
✓ Generating Voter Lists & Party Enrollment Lists
✓ List Preparation in Emergency Situations
✓ Storing Original Voter Registration Applications & Other Public Documents
✓ Record Retention Schedules
UNDERSTANDING CVRS MENUS

CVRS MENUS:

1. ACTIVITIES MENU
2. INQUIRIES MENU
3. REPORTS MENU
4. REMINDERS
5. REGISTRAR MAINTENANCE
6. UPDATES
7. HELP MENU

Activities Menu
OFFICIAL VOTER LISTS, RECORD-KEEPING & RETENTION

UNDERSTANDING CVRS MENUS

ACTIVITIES MENU

- VOTER REGISTRATION:
  - Allows you to add a new voter, reject a voter, change voter information, transfer an existing voter from another town within CT, and print relevant letters.

- MAINTAIN TOWN DATA:
  - Allows ROVs to maintain polling place information, town hall address information, assign voting districts to existing street names, add petitions to your town, change existing street names, and add a new street.
OFFICIAL VOTER LISTS, RECORD-KEEPING & RETENTION

UNDERSTANDING CVRS MENUS

ACTIVITIES MENU

• REDISTRICT:
  • Allows ROVs to alter polling places, voting districts and town street data for redistricting purposes.

• SYSTEM:
  • This is where you can add & delete users. It also allows ROVs to access reminders.
MAINTAIN VOTER HISTORY:
- Allows the ROVs to update a voter’s name, address, election, party, and petition history.

ELECTIONS:
- It allows ROVs to update information about voters after an election or primary.
- Send election totals to SOTS as reported on the Official Voter List Worksheet pages.
OFFICIAL VOTER LISTS, RECORD-KEEPING & RETENTION

UNDERSTANDING CVRS MENUS

ACTIVITIES MENU

- CANVASS:
  - All activities related to the annual canvass can be found here.

OFFICIAL VOTER LISTS, RECORD-KEEPING & RETENTION

UNDERSTANDING CVRS MENUS

INQUIRIES MENU
UNDERSTANDING CVRS MENUS

INQUIRIES MENU

- Allows ROVs to search and view information for a registered voter.
  - Election Day inquiries;
  - Previous election history;
  - Petition history;
  - Absentee ballot information.

- Can also make polling place inquiries.

REPORTS MENU

There are several reports & lists that can be generated by CVRS. Among them are:

Voter Telephone List;
Voter Election Detail;
Official Voter List;
Supplemental Voter List;
Monthly Change Detail;
Voter Election Summary;
Town Street List; and
Redistrict Progress Report.
OFFICIAL VOTER LISTS, RECORD-KEEPING & RETENTION

UNDERSTANDING CVRS MENUS

REMINDERS

There is also a place for you to view your reminders.

For example, you may see a reminder that a new voter has submitted on OLVR, that a voter has submitted a change of information via OLVR, that a voter previously admitted in your town has registered in another town, duplicate registrations, and more..

QUICK REVIEW

- Name 3 CVRS menus.
- Where do you enter a new voter?
- Where do you print the official voter list?
- Where can you see your reminders?
- Where would you enter canvass information?
F. Official Voter Lists, Record-Keeping & Retention

✓ Understanding the CVRS Menus
✓ Generating Voter Lists & Party Enrollment Lists
✓ List Preparation in Emergency Situations
✓ Storing Original Voter Registration Applications & Other Public Documents
✓ Record Retention Schedules
VOTER LISTS – DEADLINES & PUBLIC AVAILABILITY

- There are several lists that need to be generated by the ROVs pursuant to state law. These include, but are not limited to:
  - Preliminary Registry List (elections)
  - Removal from Registry List
  - Final Registry List
  - Compilation of Changes to the Active & Inactive Lists
  - Official Voter List
  - Enrollment Lists
  - Registry Lists for Special Elections & Referendum

PRELIMINARY REGISTRY LIST

- ROVs work on completing a correct voter list (active & inactive registry lists) at a session held on the Tuesday before the 5th week before a regular election and on any day except Election Day.

Availability:

- **ROV Office**: Must be available in the ROVs office for inspection and copies shall be made available for distribution.

- **Other Office**: If ROV’s aren’t available, the list must be available in another municipal office.

- **Candidate Request**: Must be provided to a candidate upon request for each voting district for which the such person is a candidate.

C.G.S. §§ 9-35, 9-36
**Generating Voter & Party Enrollment Lists**

**Removal from Registry List**

- List of the electors whose names were removed from the registry list or will be removed, together with the address of each elector as it appeared on the voter list.

- **Availability:**
  - **When?** Immediately after the close of the Tuesday of the 5th week before the election session.
  - **Where?** Town Hall - ROV's must post it at the Town Hall in a place readily accessible to the public.
  - **Post with a Statement to Contact the ROVs:** Must also post a statement that tells the voters to contact the ROVs (with office hours) specifying when and where such registrars are available for more information regarding the removal and remedies.

  C.G.S. § 9-35a

**Final Registry List**

- Created during the 14 days before an election. It is complete after corrections and revisions have been made to the Preliminary Registry List.

- It must be certified by both ROVs

- **Availability:**
  - **When?** No later than the day after the deadline for making changes to an elector’s voter registration. Available along with a supplemental registry list that contains the names and addresses of electors to be transferred, restored or added to the Final Registry List.
  - **Where?**
    - TC’s office
    - ROV’s office for public inspection.

  C.G.S. § 9-37, 9-38, 9-39
GENERATING VOTER & PARTY ENROLLMENT LISTS

FINAL REGISTRY LIST

- Availability:
  - **Candidates**: Must be produced upon request for any candidate for election for each voting district for which they are a candidate.

- Copies:
  - ROV’s must print copies of the Final Registry List for distribution in the town and all voting districts.

C.G.S. § 9-37, 9-38, 9-39

GENERATING VOTER & PARTY ENROLLMENT LISTS

INACTIVE REGISTRY LIST

- Availability:
  - Inactive Registry Lists must be printed and available to the public.
  - Copies must be provided for use at the polls on Election Day.

C.G.S. § 9-37, 9-38, 9-39
GENERATING VOTER & PARTY ENROLLMENT LISTS

OFFICIAL VOTER LIST

An Official Voter List is printed from CVRS for use at each polling place on Election Day. It is the list of active voters.

GENERATING VOTER & PARTY ENROLLMENT LISTS

COMPILATION OF CHANGES TO THE ACTIVE & INACTIVE REGISTRY LISTS

• ROVs must compile a list of:

1. People whose names were added, restored, removed, or erased from the active and inactive voter lists;
2. Electors who have changed their name or addresses; and
3. All people sent notices and responded to notices required under the National Voter Registration Act.

• Availability: Must be made available pursuant to FOIA requirements.

C.G.S. §§ 9-503, 1-200 et. seq.
**GENERATING VOTER & PARTY ENROLLMENT LISTS**

**ENROLLMENT LISTS – DEADLINES & PUBLIC AVAILABILITY**

- **Defined**: The “Enrollment Lists” are separate lists of all qualified electors who declare political preference on their voter registration application. Separated by party affiliation. (A town’s legislative body can authorize a combined list).

- The ROVs must print a complete the Enrollment Lists at least once a calendar year.

- These Lists must be made available to the public upon request and remain available in the ROV office until the next completed Enrollment List is printed. If ROV are not in their office, the Enrollment List may be posted outside for public inspection unless it is available in another municipal office.

  C.G.S §§ 9-54 & 9-55

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**QUICK REVIEW**

- Review lists generated by the ROVs
- When is the final registry list created?
- Must it be certified by both ROVs?
- Where should it be made available for public inspection?
- Can candidates receive a copy?
- Is the final registry list distributed to the polling places on election day?
- What are the Enrollment Lists?
- How often must they be printed?
F. Official Voter Lists, Record-Keeping & Retention

- Understanding the CVRS Menus
- Generating Voter Lists & Party Enrollment Lists
- **List Preparation in Emergency Situations**
- Storing Original Voter Registration Applications & Other Public Documents
- Record Retention Schedules
There is no statute that sets forth requirements for having an emergency plan for preparing registry lists.

According to the SOTS’ office, you should just have a plan in mind if you know you're going to need those lists in an upcoming election and there is a chance you won’t be able to print them. (Ex. A storm is coming that may cause power outages).

F. Official Voter Lists, Record-Keeping & Retention

- Understanding the CVRS Menus
- Generating Voter Lists & Party Enrollment Lists
- List Preparation in Emergency Situations
- Storing Original Voter Registration Applications & Other Public Documents
- Record Retention Schedules
# Official Voter Lists, Record-Keeping & Retention

## Storing Original Voter Registration Applications & Other Public Documents

ROVs are required by law to maintain, have on file and retain many documents, records, and lists. These may include but are not limited to:

- Registration Applications
- Paperwork filed with Changes to Voter Information
- Records of all CVR letters sent & responses
- Records of all Property Transfer Letters & Responses
- Felony Conviction and Release Notices
- DMV Records of Changes
- List of Polling Officials
- Enrollment & Registry Lists
- Disposal Records

### Storage Facility:
- Towns shall provide ROVs with facilities for the safe storage of official records and documents.

### Accessibility & Joint Safe-Keeping:
- Such records must be accessible to each ROV and they are jointly responsible for their safekeeping.

### Kept in ROV Office Space:
- When the ROVs are required by law to maintain, have on file, or retain any document, record, or list or other paper, the same shall be kept in their office or safe storage facility provided by the Town.

C.G.S 9-5a & 9-5b
F. Official Voter Lists, Record-Keeping & Retention

- Understanding the CVRS Menus
- Generating Voter Lists & Party Enrollment Lists
- List Preparation in Emergency Situations
- Storing Original Voter Registration Applications & Other Public Documents
- **Record Retention Schedules**

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**OFFICIAL VOTER LISTS, RECORD-KEEPING & RETENTION**

**RECORD RETENTION & DISPOSITION SCHEDULES**

- **Office of the Public Records Administrator:** The State of Connecticut Records Retention Schedules are maintained by the Office of Public Records Administrator.

- **State Library:** This Office is part of the Connecticut State Library.  
  - [www.ctstatelibrary.org/publicrecords](http://www.ctstatelibrary.org/publicrecords)

- **Schedule M6:** The Schedule applicable to Electors & Election Records is Schedule M6.  
  - M6 describes in detail what records and documents are to be retained, for how long and gives instruction regarding time and method of destruction.

- **Federal Office:** For any election at which a federal office appears on the ballot, municipalities remain obligated to retain all election materials, including electronic data, for 22 months following the election.
This is an example of 1 page of the schedule.


<table>
<thead>
<tr>
<th>Series #</th>
<th>Records Series Title</th>
<th>Description</th>
<th>Retention</th>
<th>Disposition</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>MI-110</td>
<td>Monthly Change Detail Reports</td>
<td>(DOS/DGU) Consists of, but not limited to, name, former name/address, former addresses, voting district and party affiliation. If any, for all persons added, deleted, removed or removed from the active and inactive registry lists during the preceding month, all entries who changed their names or addresses during that period, and all changes in names recorded under the National Voter Registration Act of 1995 (NVRA)</td>
<td>3 years</td>
<td>Destroy after receipt of signed Form RC-075</td>
<td>CGS §6-53a. Public Act 11-173 removed the requirement to maintain these reports.</td>
</tr>
<tr>
<td>MI-120</td>
<td>Motor Vehicle Monthly Change of Address List</td>
<td>List of individuals who changed their address without notifying the Department of Motor Vehicles of the change of address.</td>
<td>3 years [10 USC 30-25(4)(f) &amp; 61 (National Voter Registration Act of 2002)]</td>
<td>Destroy after receipt of signed Form RC-075</td>
<td>CGS §9-37a. See 10 USC 30-25 for the change of address notification process.</td>
</tr>
<tr>
<td>MI-130</td>
<td>Polling Place Official’s List</td>
<td>List of polling places, including the number of registered voters, as determined by the Registrar of Voters and the Registrar of Deeds.</td>
<td>3 years [CGS §9-34]</td>
<td>Destroy after receipt of signed Form RC-075</td>
<td>CGS §9-34. See 10 USC 30-25 for the change of address notification process.</td>
</tr>
<tr>
<td>MI-135</td>
<td>Registry List – Preliminary (Registrar’s Copy)</td>
<td>List of registered voters.</td>
<td>3 years [CGS §9-34]</td>
<td>Destroy after receipt of signed Form RC-075</td>
<td>See 10 USC 30-25 for the change of address notification process.</td>
</tr>
</tbody>
</table>
For Additional Questions Regarding Records Retention & Disposal Contact:

LeAnn Power is the Public Records Administrator.

Phone Number: 860-757-6540

Fax Number: 860-757-6542

QUICK REVIEW

- Where must you store your records?
- How do you know when you can dispose of certain records?
- How long must you retain federal election materials?
G. Mandated & Other Voter Registration Sessions

- State Mandated Sessions
- Requested Sessions
- Partnerships with Voter Advocacy Groups
- Spanish Language Requirements
MANDATORY SESSIONS

Registrars are required by law to hold voter registration sessions throughout the year.

**PROPER NOTICE REQUIRED**

- Registrars must give proper notice of said sessions.
  - When: Between 5 and 15 days before the session;
  - Where: In a newspaper published and circulated in their town
  - What: Date, time; & place

**Notice is not required for high school registration sessions.**

C.G.S. § 9-16

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<table>
<thead>
<tr>
<th>WHAT</th>
<th>WHEN</th>
<th>TIME</th>
<th>WHERE</th>
<th>OTHER</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRIMARY</td>
<td>1. 14th DAY</td>
<td>ANY 2 HOURS</td>
<td>ROV DESIGNATES</td>
<td>&quot;ONLY REQUIRED FOR TOWNS WITH POPULATIONS &gt; 25,000</td>
</tr>
<tr>
<td></td>
<td>BEFORE ELECTION</td>
<td>BETWEEN 9PM-9PM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ELECTION</td>
<td>1. SAT. OF 5th</td>
<td>10AM - 2PM</td>
<td>ROV DESIGNATES</td>
<td>Eliminated by Public Act 16-31 which became effective in July of 2016.</td>
</tr>
<tr>
<td></td>
<td>WEEK BEFORE</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>ELECTION</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2. LAST WEEK</td>
<td>9AM-9PM</td>
<td>ROV DESIGNATES</td>
<td>*LIMITED SESSION</td>
</tr>
<tr>
<td></td>
<td>DAY BEFORE</td>
<td></td>
<td></td>
<td>*FOR PEOPLE WHO ATTAINED THE REQUIRED AGE, CITIZENSHIP, OR RESIDENCE AFTER THE &quot;LAST REGULAR SESSION.&quot;</td>
</tr>
<tr>
<td></td>
<td>ELECTION</td>
<td></td>
<td></td>
<td>*MEMBER OR FORMER MEMBER OF THE ARMED FORCES - C.G.S. § 9-25</td>
</tr>
<tr>
<td></td>
<td>3. ELECTION</td>
<td>6AM - 8PM</td>
<td>ROV DESIGNATES</td>
<td>*CANNOT BE LOCATED WITHIN A POLLING PLACE</td>
</tr>
<tr>
<td></td>
<td>DAY</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HIGH SCHOOL</td>
<td>1. JAN 2nd,</td>
<td>ROV DESIGNATES</td>
<td>EACH PUBLIC H.S.</td>
<td>*REGIONAL SCHOOL DIST: MEMBER TOWNS ROTATE RESPONSIBILITY</td>
</tr>
<tr>
<td></td>
<td>LAST DAY OF SCHOOL</td>
<td></td>
<td>IN MUNICIPALITY</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>*Notice NOT required.</td>
</tr>
</tbody>
</table>
VOTER REGISTRATION SESSIONS

MANDATORY SESSIONS

OUTSIDE HELP IS OK

Out of town assistance is permitted at registration sessions. Registrars (or their deputy or assistants) may assist registrars in other towns if their assistance is requested.

C.G.S. § 9-19f

VOTER REGISTRATION SESSIONS

MANDATORY SESSIONS

STATEWIDE VOTER REGISTRATION DRIVE

The SOTS must also designate, after consulting with the ROVS, a period of time between Jan. 1st and May 31st for a state-wide voter registration drive.

SOTS coordinates and publicizes such drive.

C.G.S. § 9-23q
VOTER REGISTRATION SESSIONS

MANDATORY SESSIONS

Voter Registration at Naturalization Ceremonies

*The SOTS, within available appropriations and in consultation with the ROVs and non-profit organizations promoting voter registration, must provide or arrange for voter registration services for 25 or more new citizens at each naturalization ceremony held in CT.*

C.G.S. § 9-20b

VOTER REGISTRATION SESSIONS

SESSIONS MAY BE HELD UPON REQUEST

A VOTER REGISTRATION SESSION MAY BE HELD UPON REQUEST OR APPLICATION:

1. By at least 25 ppl at same employer, residence, or school (discussed earlier; § 9-19d);
2. Permanently physically disabled (discussed earlier; § 9-31a);
3. Member or former member of the Armed forces discharged within the calendar year. (§ 9-25).
   • Can be registered by the ROV on any weekday or 2) before 5pm on the day before Election Day.
   • Request must be in writing.
PARTNERSHIPS WITH VOTING ADVOCACY GROUPS

• Several non-profit and private voting advocacy groups participate in voter registration drives.
• For example, the LWVCT (League of Women’s Voters CT) and its local chapters conduct voter registration drives and work with ROVs.
• Partnering with these groups depends on your interest.
• These partnerships can be very beneficial.

VOTER REGISTRATION SESSIONS

SPANISH LANGUAGE REQUIREMENTS

If a town has more than 10,000 or over 5% of voting age citizens that are members of a single-language minority group that do not speak or understand English adequately, that town must provide:

✓ Language assistance to voters;
✓ Information regarding voter registration, elections, voting (this includes information at polling places and in voting booths) in English & Spanish;
✓ Voter registration forms in English & Spanish; and
✓ Assistance at the polls in Spanish.

** In the applicable CT towns, all information that is provided in English must be provided in Spanish as well.

*Determinations are based on data from the most recent Census. Lists of jurisdictions covered can be found at the website of the Voting Section of the Justice Department’s Civil Rights Division.

Sec. 203, Voting Rights Act
VOTER REGISTRATION SESSIONS

SPANISH LANGUAGE REQUIREMENTS

THIS CURRENTLY APPLIES TO THE FOLLOWING MUNICIPALITIES

- BRIDGEPORT
- EAST HARTFORD
- HARTFORD
- MERIDEN
- NEW BRITAIN
- NEW HAVEN
- NEW LONDON
- WATERBURY
- WINDHAM

QUICK REVIEW

- In general, when is the mandatory registration session before a regular election?
- Who does the limited registration session the day before the election apply to?
- What notice is required?
- Is out of town help ok?
- Who coordinates the statewide registration drive?
- Who can request a voter registration session?
- Does every municipality have to produce voter registration information in Spanish & English?
H. Keeping Registry Lists Current

✓ Weekly DMV Notices
✓ Letters to Voters – Property Transfers
✓ Tax Collectors Records
✓ Annual Letter to Permanent Absentee Voters
✓ Obituaries/Social Security Death Index/Town Clerk Death Registry
It is essential that the registry and enrollment lists be kept current.

DMV Notices

When a change of address form is submitted to the DMV:

1. DMV notifies the town of FORMER residence
2. The ROV of that town receives the person's:
   - Name;
   - DOB;
   - Former Address;
   - New Address;
   - Date of Change
3. ROV checks that information against the active/inactive list.
3. ROV checks that information against the active/inactive list.
   - Not on either list = disregard and/or send the individual a voter registration card and/or letter.
   - On active list = new address entered
   - On inactive list = name placed on active list with new address
   - On either list but new address is NOT in the town = changed to a status of “OFF”

When status changed to “OFF”

- Registrar must then send BOTH a:
  - 1) Notice of Removal and Return Form Requesting Restoration to Voter’s List; and
  - 2) Mail In Registration Form

- Materials can be sent directly to the elector's prior address in the town or to the elector's new address in new town.
Each town produces a Property Transfer List.

- Review property transfers that occurred in the town. (List is usually published weekly)
- Send a friendly letter to voters whose residences are listed reminding them to submit a change of address to the ROVs.

**VOTER PACKETS TO NEW HOME OWNERS**

ROVs can also send voter information packets to new home owners listed on the Property Transfer List if they are not already registered to vote in the town.
### Keeping Registry Lists Current

#### Tax Collector’s Records

- Can also be reviewed/used to update elector information, identify potential new voters and keep registry lists current.

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#### Obituaries/Social Security Death Index/Town Clerk Death Registry

- **The Town Clerk Death Registry:**
  - The TC (registrar of vital statistics) is required to transmit a notice of the death of any person 17 years or older to the ROV. C.G.S. § 7-42
  - The ROV can then remove the elector from the voting list.
  - Request the date of birth & death from the TC in order to avoid errors for voters with the same names.

- **Obituaries:**
  - Read obituary notices in the newspaper or online.

- **Social Security Death Index (SSDI):**
  - The Social Security Death Index (SSDI) is a database of people whose deaths were reported to the Social Security Administration (SSA) beginning about 1962.
  - Another way for ROV to confirm deaths of an elector and remove them from voting lists.
Each year in January the ROV must send a form requesting that the holder of permanent absentee ballot status verify their residential address.

If the voter does not return this form, they lose their “permanent absentee” status but not their registration status.

C.G.S. § 9-140e

- Name some ways to keep your registry lists current.
- If you get a DMV notice informing you that an elector has moved out of town, what do you do?
- How do you ensure someone’s permanent absentee ballot status?
I. Annual Canvass Procedures, Forms & Deadlines

- Types of Canvass
- Generating CVRs
- Processing Returns (and non-returns)
- Scenarios & Issues
ANNUAL CANVASS

PURPOSE

Each year the ROV’s carry out a State mandated “canvass” to update the town’s voter registry.

• Q: What is the purpose of the annual canvass?

• A: To identify whether electors have moved from the addresses listed on the last list of registered voters.

C.G.S. § 9-32

ANNUAL CANVASS

LEGAL REQUIREMENT

Registrars of each town holding a November election are required to conduct an annual canvass of electors between January 2\textsuperscript{nd} and May 1\textsuperscript{st} to determine changes of residence.

Exception: Registrars in towns which hold regular municipal elections in May do not have to conduct a canvass in odd-numbered years.

C.G.S. § 9-32
As required by law, the SOTS has published regulations which set forth the procedure to be followed in conducting canvass by mail or telephone.

1. Sections 9-32-1 through 9-32-4: Canvass by Mail

1. Sections 9-32-6 through 9-32-8: Canvass by Telephone

1. Sections 9-32-9: Removal of Name

1. Sections 9-35-1 through 9-35-2: Notice of Removal or Transfer on Registry List

C.G.S. § 9-32

The SOTS Regulations can be found on her website
ANNUAL CANVASS
SOTS REGULATIONS

This document contains the text of Secretary of the State regulations concerning:
Registrars of Voters — CANVASS by Mail
(Sections 9-32-1 to 9-32-5)
Registrars of Voters — CANVASS by Telephone
(Sections 9-32-6 to 9-32-12)

This document was created by the Office of the Secretary of the State and is provided for the convenience of the reader. This document is not the official version of these regulations.


In the event of inconsistency between this document and the text of the official printed edition of the Regulations of Connecticut State Agencies, the text appearing in the printed edition shall serve as the official version.

You can also find a SOTS PDF/Document summarizing the canvass regulations at:

ANNUAL CANVASS
ROVAC ROV MANUAL

The ROVAC manual also devotes an entire chapter to the Annual Canvass.
ANNUAL CANVASS

TYPES OF CANVASS

A canvass can be conducted:

1. In Person (Door-to-Door);
2. By Telephone;
3. By Mail or National Change of Address System (NCOA) of the US Postal Service; or
4. By a Combination of these Methods.

**Any of these methods may be used to ensure the canvass is as complete and accurate as possible.**

C.G.S. § 9-32

ANNUAL CANVASS

TYPES OF CANVASS: IN PERSON (DOOR-TO-DOOR)

- **Door-to-Door**: This is performed by visiting each residence on every street in the town.

- **Literature**: Non-partisan literature describing voter registration opportunities may be distributed.

- **Social Security #’s**: Cannot ask for social security numbers during the canvass.

C.G.S. § 9-32, 9-35(d)
ANNUAL CANVASS

TYPES OF CANVASS: TELEPHONE

- **Method:** A telephone call is made by the ROVs or their designee to the household of each elector listed on the registry list through “a published number” or a number which is in service at the time the call is made.

- **What is considered a “published number”?** See CT SOTS Regulations § 9-32-7.

- **Who can confirm information?** Confirmation information can be obtained from anyone answering the telephone.

C.G.S. § 9-32, 9-35(d)

ANNUAL CANVASS

TYPES OF CANVASS: TELEPHONE

- **Trying to confirm the following information with respect to each elector living within the household:**
  - the elector’s name;
  - whether the elector’s name has changed, and, if so, the elector’s new name;
  - bonafide residence address;
  - whether the elector has recently moved, and, if so, such elector’s new residence address, if known; and
  - whether the elector is in the military service.

- **An elector’s mailing address and date of birth may be similarly solicited but such information shall not be required of the individual providing the information.**

C.G.S. § 9-32, 9-35(d)
TYPES OF CANVASS: TELEPHONE

- **After the Call:** ROVs or designee must sign a written memorandum of each telephone call made as part of a telephone canvass which shall include:
  1. The date and time of the call
  2. The number called; and, if possible,
  3. The name of the person giving the information (i.e., anyone answering the telephone)

- **Spanish:** In the event that the individual giving the information is speaking Spanish, such fact shall also be recorded.

- **Number Not Published/In Service:** Also make a note if the number is not published or not in service.

C.G.S. § 9-32, Regs. § 9-32-7

TYPES OF CANVASS: BY MAIL

- **Method:** Send a Notice of Canvass to the residence of each elector as shown on the "last completed registry list" for the municipality.
  - "last completed registry list" means the registry list for the municipality including any changes, additions and deletions made on or before the date when the notice of canvass is sent to the elector.
  - **Timing:** conduct this canvass between Jan. 1st and April 1st because voters have 30 days to respond to the Notice of Canvass and the deadline to send out the CVRs is May 1st.
  - Must provide your own forms.
  - May need to be sent in English & Spanish

- **Postage:**
  - Sent by first class mail with a postage pre-paid return envelope or postcard for the return of the notice; or
  - The notice may be in the form of a post card which is returnable postage pre-paid.
  - Either method is fine.

- **Literature:** Non-partisan literature approved by SOTS may be included (ex. Information concerning voting districts, locations of polling places, etc.)

C.G.S. § 9-32, 9-32-1 through 9-32-4
In municipalities where the notice may be sent in English only, it shall be in the following form:

**Notice of Canvass**

Date: __________________________

Name: __________________________

Address: ________________________

Post Office Box. ____________________(optional)

Date of Birth: ____________________(optional)

**Important: This Conserves Your Right to Vote**

The registrars of voters are conducting a canvass of voters as required by law. Please check the statement or statements which apply to you, sign in the space provided below, and immediately return this form.

( ) My residence is at the address shown above.

( ) I have moved. The address of my new residence is __________________________

(If this new residence is in another town, you must register to vote in that town in order to be entitled to vote in the next election.)

( ) I am in the military service.

( ) My name has been changed to __________________________

Please record this change on the voter registry list.

Signature of Elector

Important

The Registrars of Voters must receive this form from you within thirty (30) days, completed and signed, so that the voter registry list will show your correct name and residence address. Failure to return this card may affect your right to vote in future elections. Please cooperate by returning this form within thirty (30) DAYS. There is no need to put a stamp on the return form.

C.G.S. § 9-32, Regs. §§ 9-32-2, 9-32-3

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**ANNUAL CANVASS**

**TYPES OF CANVASS: NCOA SYSTEM**

- **Method:** ROV’S can agree to use the National Change of Address System (NCOA) of the US Postal Service.

- **What is it?** It is a secured database consisting of millions of permanent change of address (COA) records consisting of the names and addresses of individuals who have filed a change-of-address with the USPS. It is updated nightly.

- Services can be provided to ROVs by licensed corporations whose pricing varies. See ROVAC manual pg. 30 for a few.

- **More Research May be Required:** ROVs may need to investigate further to determine actual changes and moves.

C.G.S. § 9-32
QUICK REVIEW

- Name 3 ways to conduct a canvass?
- How often is a canvass held?
- Which towns do not have to conduct a canvass every year?
- Can you distribute literature with canvass materials?
I. Annual Canvass Procedures, Forms & Deadlines

✓ Types of Canvass
✓ Generating CVRs
✓ Processing Returns (and non-returns)
✓ Scenarios & Issues

WHAT IS A NOTICE OF CONFIRMATION OF VOTING RESIDENCE (CVR)?

A notice sent to the voter who the ROVs suspect, based on positive canvass information, may no longer live at the address on file in their voting records.

If you're sending it out based on canvass information, it must be sent out between January 1st and May 1st. C.G.S. § 9-35

It can also be sent anytime during the year if your Notice of Acceptance of a Registration Card is returned undeliverable.

The prescribed form is the ED-642.

CVR is not sent when the only information you have concerning whether a person has moved is a failure to respond to a canvass by mail which was delivered by the post office.

All municipalities in which 1% or more of their total population, but no less than 500 persons, are of Hispanic Origin, must print the CVR in English & Spanish.
WHEN TO SEND A NOTICE OF CONFIRMATION OF VOTING RESIDENCE (CVR)?

Send the CVR when:

1) You obtain information from the NCOA system that an elector has moved out of town; or
2) The Notice of Approval (Notice of Acceptance) sent to a voter for admission as an elector comes back undeliverable; or
3) You obtain information in a canvass that an elector has moved but you have no reliable information that the elector moved to a new address in your town; or
4) Notice of Canvass is returned undeliverable.
5) No response to the Notice of Canvass and you have affirmative information that the elector has moved out of town. (Ex. Told that the elector has moved out of town by someone at the residence.)
CONFIRMATION OF VOTING RESIDENCE

Envelopes markings for CVRs with language requirements (Reg 9-35-1b):

- READ CAREFULLY. DO NOT RISK YOUR RIGHT TO VOTE
- Place name on active registry list

Envelopes markings for CVRs with no language requirements (Reg 9-35-1b):

- READ CAREFULLY. DO NOT RISK YOUR RIGHT TO VOTE
- Place name on active registry list

ANNUAL CANVASS

ROV RESPONSES TO CONFIRMATION OF VOTING RESIDENCE (CVRS)

- **No CVR RESPONSE**: Elector doesn’t return the CVR within 30 days = place name on inactive registry list.

- **CVR UNDELIVERABLE**: CVR comes back undeliverable = place name on inactive registry list

- **CHANGE OF ADDRESS WITHIN TOWN**: CVR returned confirming that the elector moved *within your town* = make the change of address.

- **MOVED OUT OF TOWN**: Elector returns the CVR stating (or otherwise states in writing) that they moved *out of town* = Removal from Active Registry List (do not place on the inactive registry list)
ANNUAL CANVASS

CVR RECORD KEEPING

- **DUPLICATES**: ROVs must retain in their office a duplicate copy (part A), or electronic record of each notice sent.

- **RETENTION PERIOD**: Keep it for 5 years after the name is no longer on the active registry list. C.G.S. §§ 9-20 & 9-35 **

- **RECORDS**: Maintain lists or electronic records of the names and addresses of all persons sent a CVR and information concerning whether or not each such person has responded to the notice.

- **DISCLOSURE**: Must be able to promptly produce this information upon request.

  NVRA § 8(i)(2) & C.G.S. § 9-50a

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I. Annual Canvass Procedures, Forms & Deadlines

- Types of Canvass
- Generating CVRs
- **Processing Returns (and non-returns) in CVRS**
- Scenarios & Issues
The ROVAC MANUAL provides a detailed section on how to use CVRS to process returned or non‐returned Confirmation of Voting Residence forms.

See pages 30 through 35

The CVRS USER MANUAL also has detailed instructions regarding the canvass

I. Annual Canvass Procedures, Forms & Deadlines

✓Types of Canvass
✓Generating CVRs
✓Processing Returns (and non‐returns) in CVRS
✓Scenarios & Issues
ANNUAL CANVASS

LANGUAGE REQUIREMENTS

• NOTICE OF CANVASS and CVR:
  
  • All municipalities with a “significant Hispanic population” must print the Notice of Canvass & CVR in English & Spanish.
  
  • The Spanish forms must indicate prominently on the front “Español en otro Lado” and prominently on the back “English on the other side.”

  • Significant Hispanic Population = 1% or more of the municipalities total population, but no less than 500 persons, as reflected on the latest known extrapolations from the Director of Census, are of Hispanic origin.

ANNUAL CANVASS

POST-CANVASS REPORTING REQUIREMENTS

• A Statement of Completion of Canvass (ED-632) must be filed with SOTS no later than the 30th day following each regular election.

  • This form is prescribed by SOTS.

  • Must be signed by both Registrars.

C.G.S. § 9-32
**POST-CANVASS REPORTING REQUIREMENTS**

(ED) 632-Canvas, Statement of Completion of – 10/04/14 GT MASSMAIL \2004\09-04\ED-632.DOC]

FROM THE OFFICE OF THE SECRETARY OF THE STATE
Elections Services Division
30 Trinity Street - 2nd Floor
Hartford CT 06106

CANVASS OF ELECTORS
STATEMENT OF REGISTRARS AS TO COMPLETION
(§ 9-32(c))

We, the undersigned Registrars, hereby state under penalty of false statement that the canvas of electors required under Section 9-32 of the General Statutes of Connecticut was properly conducted between January 2, 20___ and April 30, 20___ inclusive, on the date(s) specified below and by the method indicated in the: TOWN OF ____________________________

METHOD:
- House-to-House Canvas
- Mail Canvas
- National Change of Address System of the U.S. Postal Service
- Telephone Canvas

Combination of House-to-House, Mail and Telephone Canvas as specified and explained here:

DATE(S) CONDUCTED:

ROV Signatures: ____________________________________________________________

**QUICK REVIEW**

- What is a CVR (Confirmation of Voting Residence) – why is it used?
- Give 2 examples of when to send a CVR.
- If CVR comes back undeliverable or if it’s not returned in 30 days, what do you do?
- What’s the record retention period for CVRs?
- Is public disclosure of a CVR required?
- What is your reporting requirement post-canvass?